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Attachment B

PLANNING GROUP FOR A MECHANICALLY INTEGRATED
REPORTING AND COMMUNICATIONS SYSTEM

25X1A

SUBJECT : Dissemination: Current Status

REFERENCE: Planning Group Background Paper No. 3 ([REDACTED]
"Dissemination of Intelligence Information Reports by OCR" -
25X1A [REDACTED] 2 December 1958

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2. The quality of reproduction i.e., the problem of poor copy, remains. Army has adopted the reporting format used by CIA, which action helps reduce the complications of processing multiple format sizes and styles. Poor copy results both from poor originals and poor processing, and quality microfilm prints present one of the biggest problems in the retrieval phase. The Divisions concerned in OCR have undertaken steps to improve the quality of microfilm prints through improved photographic techniques, solution control, etc. and Document Division is trying to stimulate the production of improved original copy both within and outside CIA.

3. No solution to the problems presented by single copy enclosures has been found. The Services continue to loan selected report mats and their enclosures to CIA for 24 - 48 hours for coding and microfilming, but many enclosures are not received and the obtaining of enclosures by analysts is time consuming and difficult.

4. Some revision of Agency components' dissemination requirements has occurred during the past year (in one instance the first such revision received since 1952). Document Division continues to solicit revisions to make dissemination consistent with current needs.

5. To date no study has been undertaken to determine the need for or advantages of individual office reading panels as contrasted with a central reading panel. Document Division reads for and disseminates to the Section level in OCI, Division level in OSI, and to the Reading Panel in ORR (except for direct dissemination to the Current Support Staff). Dissemination to OBI and ONE is made to one point in each office; DDP receives two copies of everything for review by an RI panel.

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25X1A 6. Documents are read in OCR once for dissemination and a second time for coding (this double reading having been tested and found necessary). One person in the Agency could get one document within 10 minutes of receipt to OCR.

Since information reports received per month, the average processing time is 2-3 days; OCI and ORR Current Support Staff get same-day service. Logging, re-reading and routing time within the customer office should be studied to resolve the office reading panel/central reading panel direct-Branch-or-Section-dissemination question.

7. Army still uses their old viewing panel system wherein Army components and certain outside agencies send representatives to screen incoming documents and mark those for which copies are desired. Air Force uses a code sheet with unit interests indicated; this could perhaps be experimented with in CIA on a manual system basis. Air Force is disseminating their own and selected CIA reports automatically; although coding is completed in one day, their total Minicard processing time is seven days.

8. Finally, OCR nodexes (does not index) up to 50% of the material it receives. Nodex material is not synonymous with marginal material, although some nodexed reports are of marginal value. Many of the nodexed reports are of immediate use but are without future research interest or contain specialized information that is filed in the OCR Registers or other special files (markings, COCOM, etc.) hence are not put into the Intellofax system. Perhaps the dissemination cycle could be accelerated if the OCR nodex criteria were considered for revision of collection requirements and for the fields' guidance in preparing their reports, particularly those reports considered for the mechanically integrated system of interest to this Planning Group.

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